

CREREDENTIALS CHECKLIST

Please use this checklist to ensure that your paperwork is in order prior to mailing your credentials back to the Council Headquarters Office.

WFSE Council 28 Headquarters
Attention: Emily Roberts
1212 Jefferson Street, S.E., Suite 300, Olympia, WA 98501
By Monday, August 5, 2019

Credentials must be submitted prior to the Monday August 5 deadline.

Credentials received after the deadline will be late and the delegate/alternate will be considered irregular and will not be seated on the convention floor until the Credentials Committee makes a ruling and recommendation to the Convention Body for consideration.

Delegate information entered on the Credential Form must be printed clearly and in ink.

Is the spelling of the delegate's/alternate's name correct?

This information is used to prepare badges and is entered into the Credentials Committee's report

Are the address, phone numbers and home email address of the delegate/alternate correct?

This information is used to share important information and updates regarding convention.

Have you indicated the name and number of the Local of which the delegate/alternate is a member as well as the name and number of your own Local?

Even though these may be the same, it is essential that you provide this information.

Have both officers of the Local (President & Secretary) signed and dated the credentials?

Have you given your delegate/alternate the yellow copy of the credential form and instructed them to bring it, along with their **photo ID**, to Convention registration?

Have you completed the Local Union Delegate Certification (green form)?

Remember to list your delegates and designate which delegate is the chairperson of your delegation.

Have you included the \$75.00 convention fee for each delegate/alternate who will be in attendance?

Have you included a check for the deposit equivalent to 50% of your total estimated housing cost?

(# of rooms @ \$139.00/night X # of nights = \$total amount X 50% = \$deposit to be mailed)

Credential packets should contain the following:

- White copy of the completed and signed credential form (1 per delegate/alternate)
- Green copy Local Union Delegate Certification form
- Check made out to WFSE Council 28 for convention fees (\$75.00 per delegate/alternate)
- Check made out to WFSE Council 28 equivalent to 50% of your total estimated housing cost
- Yellow copy List of delegates interested in serving on a Convention Committee, with their committee preference indicated.
- Local Expense Authorization Form